

NOTICE FOR PROFESSIONAL SERVICES

In accordance with Section 103D-304, Hawaii Revised Statutes, the City and County of Honolulu, Department of Design and Construction, is seeking a qualified consultant to provide construction support services for the Hihimanu Street Sidewalk Improvement project. The proposed project involves grading, clearing and grubbing, erosions controls and traffic controls; constructing concrete sidewalks, curbs, gutters, driveways, grade adjustment and retaining walls, pedestrian handrail, sidewalk culverts, asphalt pavement transition; grouted rubble paving lining and grouted riprap spillway; reconstructing a culvert headwall; adjusting existing utilities to new sidewalk grade; and landscape restoration.

The project will be federally funded with Federal Highway Administration (FHWA) funds and shall comply with all FHWA and State Department of Transportation (SDOT), Highway Division requirements.

The construction support services require assisting and training the City construction staff with administrating the project in accordance with FHWA and SDOT, Highway Division requirements. The specific construction support services that are required include, but are not limited to:

1. Provide overall construction support services of the construction for the project in accordance with the procedures established by FHWA, SDOT and the City, and specifically in accordance with SDOT, Highways Division Construction Procedures, Volume 10 - Construction;
2. Review and interpret contract plans and specifications for issues and items that could affect construction activity and schedules;
3. Coordinate and review the construction scheduling;
4. Prepare and process monthly progress payments to the Contractor, in accordance with procedures established by FHWA and SDOT, for reimbursement of the FHWA funded portion of the progress payment to the City;
5. Monitor all operations of the Contractor for safety concerns, conditions and acts;
6. Provide construction quality control and inspection;
7. Coordinate and maintain records of materials and equipment receiving and submittals;
8. Perform and coordinate material testing and sampling, by personnel certified by the SDOT Materials Testing and Research Branch, in accordance with the SDOT Highways Division Quality Assurance Manual for Materials;
9. Oversee, resolve and process appropriate documentations for construction change orders and claims;
10. Investigate, resolve and process appropriate documentations for damage claims and complaints;
11. Prepare, obtain, and maintain project records, inspector reports and project photographs;
12. Perform final completion and closeout activities and reports;
13. Perform any other related services required by the State of Hawaii Department of Transportation, the Federal Highways Administration and the City and County of Honolulu.

Construction of the project is anticipated to start in the spring of 2007. The total construction time will be 180 calendar days.

Firms interested in being considered for the above service contract and have the necessary qualifications and resources are invited to submit a proposal for the project. Proposals should be clear, concise, and in accordance with the Guidelines for Preparing Consultant Proposals.

Proposals should include the following:

- (1) The name of the firm or person, the principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past years;
- (3) The education, training, and qualifications of key members of the firm;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (5) Name of the proposed team members, which shall include at a minimum, a construction engineer and a construction inspector. The construction engineer shall be experience in managing the construction of federal-aid FHWA projects in accordance with SDOT, Highway Division Construction Procedures, Volume 10-Construction and shall be a professional engineer licensed in the State of Hawaii. The construction inspector shall be experience with inspecting federal-aid FHWA projects in accordance with SDOT, Highway Division Construction Procedures, Volume 10-Construction and shall be certified for field sampling and testing by the SDOT, Highway Division Materials Testing and Research Branch.
- (6) Any promotional or descriptive literature, which the firm desires to submit.

Interested firms shall submit one original and three copies of their proposal by Friday, **September 29, 2006**, no later than 4:30 p.m., Hawaii Standard Time, to:

Mr. Eugene Lee, P.E., Director
Department of Design and Construction
City and County of Honolulu
650 South King Street, 15th Floor
Honolulu, Hawaii 96813

Attention: Wilfred Kiyotoki
Civil Division

The City and County of Honolulu, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation (Title 49, Code of Federal Regulations Part 21) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, religion, sex, national origin, age, or disability.


The project will be federally funded with Federal Highway Administration funds and shall comply with all Federal and SDOT, Highway Division requirements.

The U.S Department of Transportation Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," Part 26, Title 49, CFR is applicable to this project.

The Director of Budget and Fiscal Services reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the City.

Any inquiry regarding the construction support services required should be directed to Wilfred Kiyotoki at (808) 523-4733.



MARY PATRICIA WATERHOUSE
Director of Budget and Fiscal Services 
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

Posted on web: 09/11/06

GUIDELINES FOR PREPARING CONSULTANT PROPOSALS

The purpose of these guidelines is to help assure consistency in format and content of consultant proposals submitted to the City. This process should reduce the time requirements for the consultants in preparing a proposal and will simplify the review process by City personnel.

In order for the City's consultant selection committee to evaluate each proposal properly, it is very important each submittal be clear, concise and follows the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are as shown in the following table.

PROPOSAL FORMAT REQUIREMENTS

Criteria	Points
Introductory letter, number of years in business, reference and office locations	0
Experience and professional qualifications relevant to the project.	40
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	35
Capacity to accomplish the work in the required time.	25
MAXIMUM TOTAL	100
Appendix: Resumes of key personnel	
Appendix: Company Brochure (optional)	

After the award of the project, any change in key personnel shall be approved in writing by the City.

PROPOSAL EVALUATION CRITERIA FOR CONSTRUCTION SUPPORT (CS) SERVICES

The criteria presented below will be used for evaluating interested consultants:

1. Experience and professional qualifications relevant to the project.

The construction engineer shall be experience in managing the construction of federal-aid FHWA projects in accordance with SDOT, Highway Division Construction Procedures, Volume 10-Construction and shall be a professional engineer licensed in the State of Hawaii. The construction inspector shall be experience with inspecting federal-aid FHWA projects in accordance with SDOT, Highway Division Construction Procedures, Volume 10-Construction and shall be certified for field sampling and testing by the SDOT, Highway Division Materials Testing and Research Branch. Resumes of the construction engineer and construction inspector must be included in the appendix.

2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.

The consultant shall include a list of all similar construction projects that the consultant successfully managed and/or inspected, and list the name, contact person, and phone number of the public and/or private agencies.

3. Capacity to accomplish the work in the required time.

The consultant must demonstrate that sufficient knowledgeable staff is available, experienced, and capable of performing the work.

The consultant shall include a list of current City and SDOT projects, which includes the start and estimated completion dates of the projects.